

Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya
Raja Pancham Singh Marg, Near Akashwani
Gwalior-474002 (M.P.)

Tender No.: DFA/RVSKVV/GWL/2023-24/715

Date 15/09/2023

//Notice Inviting Tender//


RVSKVV, Gwalior invites sealed short tenders in SINGLE STAGE, TWO ENVELOPE method, {Technical Bid in one envelope and Financial Bid in another envelope) on behalf of Convener Publication committee 09th Convocation, RVSKVV, Gwalior for Printing of Souvenir and other printing

It is specified that the Bids are being invited on **Short Tender basis** from reputed Printers. The printer must have experience in similar type of work with Central/ State Government/Govt. Undertaking or other reputed organizations in appropriate class. The tenders complete in all respect should be tendered by registered/ speed post so as to reach on or before **29/09.2023 by 5.00 pm** at the following address . The tender opening date will be opened **30/09/2023 at 11.00 am.**

Address for sending the Tender

To,

The Dean Faculty of Agriculture
Rajmata Vijayaraje Scindia Krishi Vishwa
Vidyalaya Raja Pancham Singh Marg,
Near Akashwani , Gwalior - 474002 (M.P.)


Dean
Faculty of Agriculture
R.V.S.K.V.V. Gwalior (M.P.)

Signature of Bidder with Stamp

A	Scope of Work :	<ol style="list-style-type: none"> 1. Multi-color designing and printing of cover page (both sides) in A4 sized Art sheet of 300 GSM. 2. Multi-color designing and printing of inner pages (both sides) in A4 sized Art sheet of 130 GSM. 3. Two color designing, printing of inner pages in A4 sized Art sheet of 130 GSM. 4. Hard binding 5. Appro. Copies 300 (complete bind 300 copies approximate each)
B	Earnest Money Deposit (EMD), Tender Fees	Rs. 5000/- (Rs. Five thousand only) by Demand Draft in favor of " Comptroller, RVSKVV, Gwalior " payable. Rs.1000/- (Rs. One Thousand only) by Demand Draft in favor of " Comptroller, RVSKVV, Gwalior " payable.
C	Time for Completion of Work	Within seven days from the date of order.
D	Date & time of opening . of Bids	11:00 am. On 30/09/2023.

Signature of l3idder with Stamp



-TERMS & CONDITIONS OF CONTRACT-

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.

2. The tenders shall be submitted in two sealed covers separately i.e. "Technical Bid" and "Financial Bid" super scribed with the name of work, due date of submission, in the following manner: -

a) Technical Bid {First sealed Envelope):

First sealed cover super scribed as "Technical Bid for Printing work of 09th Convocation, 2023 Souvenir, RVSKVV, Gwalior containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith,

b) Financial Bid (Second Sealed Envelope):

Second sealed cover super scribed as "Financial Bid for Printing of 09th Convocation, 2023 Souvenir, RVSKVV, Gwalior containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. Qualifying Requirements

The party should have successfully completed at least three technical reports/Souvenir/Compendium in Govt. department/University work of Extended Summary/ Annual Report Printing, costing not less than Rs. 1.00 lakh. The tender should also contain the following:

- a. Copy of Purchase or work order of Rs 1.0 lakh or above value,
- b. Details about the organization, GST/PAN and address proof.
- c. Number of years of experience in the similar field, similar means similar reports printing.
- d. Infrastructure and other printing facilities available with Tendered to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis at Gwalior. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by RVSKVV and all the charges are deemed to be included in the offered price.

4. The job of printing includes frequent proof-reading of Souvenir and other printing material The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.
5. The technical offer will be accompanied by Earnest Money Deposit of Rs. 5000/- (Rs. Five thousand only) by way of Demand Draft in favor of 09th Convocation 2023 payable at Gwalior.
6. The Earnest Money of Rs. 5000/- (Rs. Five thousand only) deposited by successful party will be converted as part of Security Deposit for performance of the contract after award of the tender. The earnest money will be refunded to all unsuccessful parties. The Earnest money will not carry any interest.

All tenders which are received without earnest money will be rejected.

7. Successful party will have to deposit additional amount of Rs. 5000/- (Rs. Five thousand only) totaling Rs. 10,000/- (Rs. Ten thousand only) (refer clause 5) towards security deposit which will not carry any interest.
8. Security Deposit of Rs. 10000/- (Rs. Ten thousand only) will be refunded to the successful Bidder after satisfactory completion of job.
9. The tender along with its supporting documents shall be in English and / or Hindi language only.
10. The tender shall remain valid for One Year from the date of opening of tender. It may be extended for three years with approval of competent authority on same rates..
 - a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening.
 - b) Telegraphic or Tele fax tenders received or by hand will not be accepted. If delivered by Registered / Speed post, it should reach on or before the due date of opening of Bid, RVSKVV shall not be responsible for any loss or delay in transit.
 - c) Before submitting the tender, the party may visit the office of the Dean Faculty of Agriculture, RVSKVV, Gwalior Office so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.
 - d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
 - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.

Signature of Bidder with Stamp



11. If the party fails to comply with the tender conditions, the work shall be done by RVSKVV at the risk and cost of successful Bidder and its responsibility will be fully with the Bidder. In such case, the expenses incurred will be deducted from the payment form successful Bidder.
12. Successful party shall has to submit 5 (Five) Cover design of Souvenir cum Extended Summary for approval in case of award of tender and proof of publication as required.
13. Successful party shall have to submit required draft copies of the printed document as per order to the RVSKVV, Gwalior, M.P. before starting the Print job. The printing will start only after obtaining written approval from this office.
14. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work of issue of order from the date of award of contract. If the party fails to deliver any or all the printing material to the satisfaction of RVSKVV or fails to perform the services within the specified period in the contract, RVSKVV, Gwalior, M.P. shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages, an amount at the rate of Rs.2500/- per day for the period of delay from the due delivery date to a maximum of 10percent. In addition to this, the University shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party if the ordered printed material are not printed and delivered to this office within the specified delivery schedule.
15. Successful party shall have to deliver all copies of ordered printed materials at Office of the Dean, Faculty of Agriculture, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior, M.P. and the prices shall be deemed to be included with the offer price.
16. **Payment terms:** Full & final payment shall be made within 30 days of satisfactory completion and delivery of work order printing of Souvenir and other printing material after mandatory deductions.
17. The Competent Authority reserves the right to reject all or any tender (s), wholly or partly, without assigning any reason whatsoever.
18. The party should have printing facility where the work is to be carried out.
19. The Tender offer should be submitted as per the checklist for both, Technical and Financial Bid.

Signature of Bidder with Slamp



20. The rates are to be quoted for 100 pages approximately for one souvenir and other printing material. For increased number of pages over and above 100 pages, rates per page are to be separately quoted in Price Bid and for pages increasing above 100 pages shall be additionally paid as per quoted rate.
21. All the pages of the Tender shall be signed and submitted with offer except the Financial Bid, which shall be separately submitted in second sealed envelope.
22. **EVALUATION CRITERIA:** Bidder quoting the lowest amount for total 300 copies of Souvenir and order of copies of printing material.
23. **ARBITRATION CLAUSE:**
All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of RVSKVV, Gwalior, M.P. or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Gwalior.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Gwalior.

For and on behalf of RVSKVV.


Dean
Faculty of Agriculture
R.V.S.K.V.V. Gwalior (M.P.)

Signature of Bidder with Stamp

TECHNICAL SPECIFICATIONS-

Name of Work	: Souvenir and other printing material for 09 th Convocation of RVSKVV, Gwalior
Number of Copies	: 300 copies
Number of pages	: 100 Text Pages (Approx.)
Size of Publication	: A4 Size (Small booklet size)
Paper quality	: a. For Cover page Multi-color designing and printing of cover page (both sides) in Art sheet of 300 GSM b. Multi-color Inner pages multi-color designing and printing of inner pages (Both Side) in arts sheet of 130GSM c. FOR TEXT- Black & White printing of inner in arts sheet of 130GSM d. For text Black and White printing of inner pages in Art sheet of 130 GSM (if required))
Printing of Cover	4 pages in Multi colour (Designing of cover shall be sole responsibility of the printer
Lamination	Thermal gloss (Front/back cover only)
Binding	Paperback binding (PUR) binding

Signature of Bidder with Stamp



Special Conditions of Contracts-

1. Printer shall have to quote the rates inclusive of typing (if required), composing, plate making, color text printing, four colors cover design, scanning cost per photographs for color, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), color dummy both (English version & Hindi version) before Ferro dummy, CD (PDF file and open file of the printing material both English & Hindi), paperback binding / stitching, lamination, etc. and any other related aspect of Printing of Souvenir and other printing material of 09th Convocation, 2023.
2. Printer can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. Tenders (Technical Bid) not accompanied with samples of Text Paper and Cover sheet, to be used with work order shall be rejected.
4. An incomplete tenders and/or late tender are liable to be rejected. **The pay must submit Paper sample of Text paper and Cover sheet to be used with specifications thereof.**
5. All the valid certificates (as indicated in checklist) should be submitted along with the Technical Bid, otherwise the tender shall be out rightly rejected.
6. Quality and Style (as approved by RVSKVV) of Text/Letters, should be maintained throughout in all copies of the document.
7. The RVSKVV will give text material for printing in the form of soft/hard copy, CD (wherever available), photographs, etc. and the same will have to be returned to RVSKVV as per instructions.
8. The RVSKW reserves the right to decrease or increase the number of pages and / or copies of the Souvenir and other printing material. The rates, however, for all the items of the work shall remain unaltered.
9. The Competent Authority reserves the right to reject all or any of the tender(s), wholly or partly, without assigning any reason whatsoever.
10. No advance payment shall be given.

11. Code of Ethics:

The contract can be cancelled if: Tendered enters into a contract with the RVSKVV in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the Accepting Authority;

//or//

Offers or gives or agrees to give to any person in service of RVSKW or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for being to do or having done any act in relation to the abstention or execution of this or any other Contract for the University (RVSKVV);

//or//

Obtains a Contract with the University (RVSKVV) as a result of ring tendering or other non-bonafide methods of competitive tendering;


Dean
Faculty of Agriculture
R.V.S.K.V. University, Gwalior (M.P.)
with stamp

Signature of Bidder with Stamp

Form of Tender

To,

The Dean, Faculty of Agriculture
RVSKVV,
Gwalior-474002 (M.P.)

Sub: Printing of Souvenir and other relevant printing materials of 09th Convocation, 2023.

Sir,

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver 300 copies of Souvenir and other printing material of 09th Convocation, 2023 in conformity with the said tender for which the price inclusive of all applicable taxes are quoted in Financial Bid of this tender. We undertake, if our tender is accepted, to deliver the above document in accordance with the delivery schedule specified in the terms & conditions.

If our tender is accepted, we will deposit additional sum of Rs. 5000/- (Rs. Five thousand only) for the due performance of the Work, as specified in the terms & conditions. We agree to abide by this tender for a period of One year from the date of opening of tender and it shall remain binding upon us and may be accepted at any time before the expiry of that period. This tender together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of.....2023.

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....

(please specify here Name of the Bidder with complete address of Company and Phone no.)

Signature of Bidder with Stamp



Checklist for Technical Bid: - The following documents are required to be submitted along with the Techno-Commercial Bid (all self-attested copies):

1. Demand Draft of Rs. 1,000/- in favor of ...**Comptroller, RVSKVV, Gwalior, M.P.**...payable at Gwalior as tender Fee.
2. Demand Draft / Pay order of Rs. 5,000/- in favor of ... **Comptroller, RVSKVV, Gwalior, M.P.**, payable at Gwalior as Ernest money Deposit.
3. Copy of valid GST Regn. No. / Certificate self-attested.
4. Copy of Permanent Account Number (PAN) self-attested.
5. Copy of Registration certificate of the organization i.e. proprietorship, partnership, company, etc. self-attested.
6. Signed sample of Cover page (A4 sized Art Sheet - 300gsm)
7. Signed sample of Text page (A4 sized Art Sheet - 130gsm)
8. Signed sample of Text page (A4 sized Art Sheet - 100gsm)
9. Signed sample of Text page (A4 sized Art Sheet - 80gsm)
10. Copy of Reports printed previously along with its proof.
11. A brief note about the Organization.
12. Proof of TAN No. of Works Contract Tax / TAN Number.
13. Copy of one Invoice or work order or purchase order or any other proof as regard to Printing of such type Reports with value of minimum Rs. 1,00,000/- (One Lakh) or above.
14. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions

Checklist for Financial Bid:

- Financial Bid should be duly signed & stamped indicating clear firm price offer for 300 copies. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

Signature of Bidder with Stamp

FINANCIAL - BID / PRICE – BID

For 300 copies

S. No.	DESCRIPTION	Souvenir and other printing material for 09 th Convocation, 2023	
		Approximate Pages in one copy	Rate per page in (Rs.)
1	Multi-color designing and printing of cover page (both sides) in A4 sized Art sheet of 300 GSM.	4	
2	Multi-color designing and printing of inner pages (both sides) in A4 sized Art sheet of <u>130 GSM.</u>	100-150	
3	Black and white designing printing of inner pages in A 4 sized Art sheet of <u>130 GSM.</u>	100-150	
4	Black and white designing printing of inner pages in A 4 sized Art sheet of <u>100 GSM.</u>	100-150	
5	Black and white designing printing of inner pages in A 4 sized Art sheet of <u>80 GSM.</u>	100-150	
A	Total amount for 300 copies (in Rs): for s. no. (1+2) + Binding		
B	GST (%age) and Amount (in Rs): for S.No. A		
C	Grand Total for S. no A +B		

Note: Bidders to quote prices for per page will be applicable in case of extra pages. RVSKVV reserves the right to rationalize it at the time of award of contract and it will be applicable only when pages in one copy exceeds from above mentioned pages for making additional payment.

Signature & stamp of Bidder